



**STANDARDS OF APPRENTICESHIP**  
adopted by

**EASTERN WASHINGTON-NORTHERN IDAHO CARPENTERS  
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u> <u>DOT and/or SOC</u>	<u>Term</u>
ACOUSTICAL CARPENTER	47-2081.01	3900 - 6000 HOURS
BOAT BUILDER	47-2031.05	5200 - 8000 HOURS
BRIDGE CARPENTER	47-2031.02	5200 - 8000 HOURS
CABINET MAKER	51-7011.00	5200 - 8000 HOURS
CARPENTER	47-2031.01	5200 - 8000 HOURS
CARPENTER, PILEDRIIVER	47-2031.02	5200 - 8000 HOURS
DOCK & WHARF BUILDER	47-2031.02	5200 - 8000 HOURS
GYPSTUM DRYWALL/SYSTEMS INSTALLER	47-2081.02	3900 - 6000 HOURS
INSULATION APPLICATOR	47-2131.00	2600 - 4000 HOURS
LATHER	47-2031.01	3900 - 6000 HOURS
MAINTENANCE CARPENTER	47-2031.01	5200 - 8000 HOURS
MILLWRIGHT	49-9044.00	5200 - 8000 HOURS
RESIDENTIAL CARPENTER	47-2031.01	5200 - 8000 HOURS
SHIPWRIGHT	47.2031.05	5200 - 8000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

MARCH 15, 1941  
Initial Approval

APRIL 22, 2005  
Committee Amended

OCTOBER 21, 2005  
Standards Amended (review)

JANUARY 20, 2006  
Standards Amended (administrative)

By: MELINDA NICHOLS  
Chair of Council

By: PATRICK WOOD  
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be as follows: Starting at the Washington/Idaho state line at the Canada/U.S. border, south on the Washington/Idaho state line to the Washington/Oregon state line, west on the Washington/Oregon state line to the Tucannon River; north to Dodge, east to Perry, northwest to Washtucna, northwest to Ritzville, northwest to Odessa, northwest through Lenore Lake to a point on the 120th meridian at latitude 47 degrees 30 minutes, north on the 120th meridian to the Canada/U.S. border; east on the**

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Canadian border to the Washington/Idaho state line; and counties in the State of Idaho: Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Pierce, Shoshone, and the northern one-half of Idaho County; and these counties in Washington: Stevens, Pend Oreille, Spokane, Asotin, and those parts of Lincoln, Adams, Franklin, Whitman, Garfield and Columbia Counties except for the following crafts: Carpenter-Piledriver, Bridge Carpenter, Dock and Wharf Builder, and they are covered in the following counties or parts of counties east of the 120th meridian: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, Yakima in the State of Washington; and Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Pierce, Shoshone, and the northern half of Idaho County in the State of Idaho.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Pierce, Shoshone, and the northern one-half of Idaho County.

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age:           **Be at least 18 years old.**

Education:   **Possess High School or College Diploma or G.E.D. (provide copies)**

Physical:     **Be physically able to perform the work of the trade.**

Testing:      **Pass a drug test with negative test results.**

Other:        **Possess a valid Drivers License.**

Exceptions:   **Any of the above requirements may be waived by the Committee if an applicant is a "graduate" of a UBC Job Corps Program, Committee approved public school or vocational program, a transfer from an approved SAC/ATELS Apprenticeship program, or a registered Native American who is/or will be working on a TERO Project.**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

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Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. To make application for the Apprenticeship Program, the applicant shall sign the applicant register to receive a dated application form at one of the following sites.**
  - a. Apprenticeship Office and Training Center, 127 E. Augusta #102, Spokane, WA, 99207; 7:30 a.m. - 4:30 p.m., Monday through Friday, (509) 532-8833.**
  - b. Carpenters Local #98 (509) 326-0900 and Piledriver Local #2382 (509) 326-0880, 127 E. Augusta, Spokane, WA, 99207; 7:30 a.m. - 4:30 p.m., Monday through Friday.**
  - c. Carpenters Local #1691, 1839 North Government Way, Suite 102, Coeur d'Alene, ID, 83814; 12:30 - 4:30 p.m., Monday, Wednesday, and Friday, (208) 765-4575.**
  - d. Carpenters Local #313, 302 North Jackson, Moscow, ID, 83843; 9 a.m. - 5 p.m., Monday through Thursday and 1 - 5 p.m. Friday, (208) 882-2508.**
- 2. The application is to be completed and returned to the Spokane Apprenticeship office within 30 days, together with required documentation. No action will be taken on applications that are not completed within 30 days.**
- 3. (Selected Entry) This JATC recruits and registers apprentices based on industry needs. Applicants who meet the minimum qualifications will be scheduled for an interview, Entrance Exam and Evaluation by the JATC at a "Safety and Orientation (S&O) Class". The applicants who can document a substantial amount of recent, related, construction employment, to be verified by the apprenticeship staff, will be scheduled for an eight (8) hour S&O class. Applicants who cannot document such previous experience will be scheduled for a forty (40) hour S&O class. The S&O class will be**

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conducted on days established by the Apprenticeship Committee. When applicants have completed the S&O class, they will be placed according to ranked order into a "pool of eligible applicants," based on their combined scores from the Interview, Entrance Exam, and S&O class.

4. (Selected Entry - Pre-Apprenticeship) Graduates of committee approved pre-apprenticeship programs that have an articulation agreement with this JATC, may be placed into the "pool of eligible Applicants" based on their scores from the articulated program, JATC Interviews and the Entrance Exam provided they meet the minimum requirements of the program and attend an 8 hour S&O.

5. **EXCEPTIONS**

- a. **(Direct Entry)** An employee of a non-signatory employer not qualifying as a Journey level person when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet the minimum qualifications.
- b. **(Direct Entry)** An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must meet the minimum qualifications.
- c. **(Direct Entry)** Individuals relocating from another SAC/ATELS approved Apprenticeship Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.
- d. **(Direct Entry)** Graduates of UBC Job Corps Programs or a Committee approved College Carpentry Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications provided that the application is completed within one year of graduation from said program.

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- e. **(Direct Entry)** Graduates of pre-apprenticeship programs that have an articulation agreement with this JATC may be offered direct entry to satisfy apprentice utilization goals established by construction contracts, provided that such graduates meet the minimum requirements of this program and attend an 8 hour S&O.
- f. **(Direct Entry)** A UBC member may request a change or revision of their classification and/or a change from their current apprenticeable occupation to another related occupation and may receive direct entry into the apprenticeship program for that occupation, provided that said applicant can document work hours in UBC craft, equal to or exceeding the minimum hours required by these standards to be a journey-level worker in the selected occupation. Applicants who are UBC registered apprentices and wish to change their craft must have 1000 hours of employment in the craft or their existing apprenticeship. The minimum qualifications of these Standards must also be met.
- g. **(Direct Entry)** Employees of an employer who has not signed a collective bargaining agreement and wishes to have their employees trained, may receive direct entry into the apprenticeship program provided: (WAC 296-05-417(3))
  - (1) They meet the minimum qualifications
  - (2) The employer signs a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Eastern Washington-Northern Idaho.
  - (3) A list of those employers approved as training agents will be maintained and monitored. These employers agree to all Federal and State approved regulations as called for in the WAC. (WAC 296-05-001)
- h. **(Direct Entry)** Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:
  - (1) The employer is an approved training agent of these Standards.
  - (2) The applicant has met the minimum qualifications.
- i. **(Direct Entry)** The JATC may waive any of the above entrance procedures by piercing the list of applicants for affirmative action requirements.
- j. **(Direct Entry)** US Military Veterans with documented construction related work experience that meet the minimum requirements, may be given direct entry, only if approved by the JATC at a regular committee meeting.

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**Note: All applicants entering through Selected or Direct process must possess the required basic tools for the job before registration. See Section X.B of these standards or contact the JATC Office for a list.**

**B. Equal Employment Opportunity Plan:**

- 1. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing schools, employment agencies and other appropriate personnel with the apprenticeship system and current opportunities therein.**
- 2. The granting of advance standing or credit on the basis of previously acquired experience, training skills or aptitude shall be applied equally for all applicants.**
- 3. To encourage preparatory trade training or other programs designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.**

**Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship shall be the hours of employment as stated on the cover sheet of these Standards for each of the crafts listed.**

**Boat Builder, Bridge Carpenter, Carpenter, Carpenter/Piledriver, Dock and Wharf Builder, Maintenance Carpenter, Residential Carpenter, Millwright, Shipwright and Cabinet Makers shall be 5200 - 8000 hours. Acoustical Carpenter, Gypsum Drywall/System Installer, and Lather shall be 3900 - 6000 hours. Insulation Applicator shall be 2600 - 4000 hours.**

**The terms stated herein are only a guideline for on the job training hours where Performance Evaluated Training System (PETS) is used. PETS is performance based and allows for apprentices to advance at their own pace according to their accomplishment.**

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**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these Standards shall be subject to a probationary period not to exceed the first 800 hours of employment.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**The ratio of apprentices shall reflect the appropriate collective bargaining agreement.**

**The employment of apprentices shall be in accordance with the following ratios:**

- A. Each employer may employ one (1) apprentice for each of the first five (5) carpenters employed, but must employ one (1) apprentice when there are five (5) or more journey-level workers employed, per job site.**
- B. In addition to "A" each employer shall employ one (1) additional apprentice for each five (5) journey-level workers, per job site.**



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**In no case shall the ratio be greater than one (1) apprentice to one (1) journey-level worker per job site.**

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**Boat Builder, Bridge Carpenter, Carpenter, Carpenter/Piledriver, Dock and Wharf Builder, Maintenance Carpenter, Residential Carpenter, Millwright, and Shipwright:**

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	60%
2	0650 - 1000 hours	65%
3	0650 - 1000 hours	70%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	80%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%

**Cabinet Maker:**

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	70%
2	0650 - 1000 hours	72%
3	0650 - 1000 hours	75%
4	0650 - 1000 hours	78%
5	0650 - 1000 hours	81%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%

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**Acoustical Carpenter, Gypsum Drywall/System Installer, Lather:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0650 - 1000 hours</b>	<b>45%</b>
<b>2</b>	<b>0650 - 1000 hours</b>	<b>55%</b>
<b>3</b>	<b>0650 - 1000 hours</b>	<b>65%</b>
<b>4</b>	<b>0650 - 1000 hours</b>	<b>75%</b>
<b>5</b>	<b>0650 - 1000 hours</b>	<b>85%</b>
<b>6</b>	<b>0650 - 1000 hours</b>	<b>95%</b>

**Insulation Applicator:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0650 - 1000 hours</b>	<b>50%</b>
<b>2</b>	<b>0650 - 1000 hours</b>	<b>60%</b>
<b>3</b>	<b>0650 - 1000 hours</b>	<b>75%</b>
<b>4</b>	<b>0650 - 1000 hours</b>	<b>90%</b>

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

**AS IT REFLECTS THE P.E.T.S. SYSTEM FOR CARPENTRY:**  
**DOT #860.381-022**

<b><u>A. Acoustical Carpenter</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Tools and Materials identification, use, and safety.....	200 – 300
2. Layout (all phases) .....	600 – 900
3. Leveling and Alignment .....	500 – 700
4. Suspended Ceiling, Exposed Grid .....	600 – 1000
5. Suspended Ceiling, Concealed Grid.....	500 – 700
6. Suspended Ceiling, Concealed Spline .....	300 – 500
7. Glue and stapled acoustical tile .....	300 – 400
8. Integrated ceiling systems .....	200 – 300
9. Elevated floors.....	200 – 300
10. Installation of Batt and Blanket Insulation - faced and un- faced with separate vapor barrier .....	100 – 200
11. Application of Blown, Sprayed, and Foam Insulation and Fire Proofing.....	100 – 200
12. Installation of Insulation, Sound and Thermal in Partitions, Ceilings, and Floors .....	300 – 500
<b>TOTAL HOURS:</b>	<b>3900 – 6000</b>

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<b><u>B. Boat Builder:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Millwork.....	1040 - 1600
a. Operate bandsaw, circular saw	
b. Operate joiner, thickness planer	
c. General millwork	
d. Lumber storage and stockroom	
2. Hull Construction.....	1950 - 3000
a. Make and assemble main timbers;	
b. Put on planking and ceiling	
c. Make and install superstructures	
d. Lay decking and flooring	
e. Lofting	
f. Glass work	
3. Preparation for installation of engines & equipment preparation: bore shaft log, install stuffing boxes, steady bearings, pumps, fuel tanks, engine controls, capstan, winches and gears .....	260 - 400
4. Spars and Rigging .....	260 - 400
a. Make masts, booms and bowsprits	
b. Fit and secure fittings on spars	
c. Apply protective coatings on spars	
d. Install and rig masts and booms	
5. Launching .....	130 - 200
a. Make repairs on hulls	
b. Staging	
6. Repair.....	1170 - 1800
a. Make repairs on hulls	
b. Make repairs on spars and rigging	
c. Estimate repair jobs	
7. Miscellaneous.....	390 - 600
<b>TOTAL HOURS:</b>	<b>5200 - 8000</b>

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<b><u>C. Bridge Carpenter:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Tool and Materials.....	130 - 200
2. Layout .....	195 - 300
3. Piledriving equipment - hammers, leads & rigging, motors and pumps .....	325 - 500
4. Rigging and signaling .....	260 - 400
5. Driving of piles - wood, concrete, steel, etc. ....	650 - 1000
6. Cofferdams and caissons .....	195 - 300
7. Bridge, dock and wharf construction.....	520 - 800
8. Heavy timber construction.....	260 - 400
9. Care and maintenance of tools & equipment .....	130 - 400
10. Form building.....	780 - 1100
11. Rough framing .....	780 - 1100
12. Welding .....	325 - 500
13. Diving and diver tending.....	325 - 500
14. Miscellaneous - safety, scaffolding, shoring, etc.....	325 - 500
<b>TOTAL HOURS:</b>	<b>5200 - 8000</b>

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<b><u>D. Cabinet makers:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Sharpen and use hand tools .....	325 - 500
2. Work from stock bills and drawings.....	325 - 500
3. Use of power equipment, cutoff saws, table saws jointers, routers, planers, shapers, sanders, etc. ....	975 - 1500
4. Grinding knives and filing saws.....	325 - 500
5. Laying, matching and cutting veneers .....	195 - 300
6. Dressing and preparing material for assembly .....	325 - 500
7. Gluing stack.....	130 - 200
8. Layout work for milling and general trim-saw work from stock bills and details.....	650 - 1000
9. Sand moldings, glue flat work and squares, clean for finish .....	130 - 200
10. Assemble doors, drawers, skeleton frames, fit and sand doors and drawers, fit and apply moldings, match veneers .....	520 - 800
11. Assemble and install cabinets, built-ins, paneling, etc.....	975 - 1500
12. Independent layout, machining and assembly of cabinets and built-ins .....	325 - 500
<b>TOTAL HOURS:</b>	<b>5200 - 8000</b>

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<b><u>E. Carpenter:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Care and use of tools and woodworking machinery .....	325 - 500
2. Form building.....	780 - 1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	
3. Rough framing .....	780 - 1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	
4. Layout .....	325 - 500
Batterboards, partitions, doors and windows, box-out in concrete walls	
5. Outside Finishing .....	520 - 800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim	
6. Inside Finishing .....	975 - 1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting of cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	
7. Welding .....	325 - 500
8. Plastics and resilient .....	195 - 300
9. Acoustics and Drywall .....	650 - 1000
a. Ceilings: Layout, cutting, assembly and installation of all materials and component parts	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles or moldings	
(5) Finish ceiling materials	
(6) Items of local practices	
b. Walls and partitions:	
(1) Floor and ceiling runners	
(2) Studs, stiffeners, bracing, fireblocking	
(3) Resilient and furring channels	

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- (4) Layout, framing, enclosing and trimming of door frames, window frames, vents, light wells, and other openings.
- (5) Wall angles and moldings
- (6) Studless and laminated installations
- (7) Thermal and sound insulation
- (8) Installation of backing and finish materials
- (9) Fireproofing of columns, beam and chases
- (10) Items of local practices

10. Miscellaneous..... 260 - 400  
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
11. Asbestos abatement and other hazardous material handling  
and disposal ..... 65 - 100

**TOTAL HOURS:                    5200 - 8000**



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<b><u>F. Carpenter, Piledriver:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Tools and materials.....	130 - 200
2. Layout .....	195 - 300
3. Piledriving equipment - hammers, leads & rigging, motors and pumps .....	325 - 500
4. Rigging and signaling .....	260 - 400
5. Driving of piles - wood, concrete, steel, etc. ....	650 - 1000
6. Cofferdams and caissons .....	195 - 300
7. Bridge, dock and wharf construction.....	520 - 800
8. Heavy timber construction.....	260 - 400
9. Care and maintenance of tools & equipment .....	130 - 400
10. Form building.....	780 - 1100
11. Rough framing .....	780 - 1100
12. Welding .....	325 - 500
13. Diving and diver tending.....	325 - 500
14. Miscellaneous - safety, scaffolding, shoring, etc.....	325 - 500
<b>TOTAL HOURS:</b>	<b>5200 - 8000</b>

**EASTERN WASHINGTON-NORTHERN IDAHO CARPENTERS**  
**APPRENTICESHIP COMMITTEE**

<b><u>G. Dock &amp; Wharf Builder:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Tools and materials.....	130 - 200
2. Layout .....	195 - 300
3. Piledriving equipment - hammers, leads & rigging, motors and pumps .....	325 - 500
4. Rigging and signaling .....	260 - 400
5. Driving of piles - wood, concrete, steel, etc.....	650 - 1000
6. Cofferdams and caissons .....	195 - 300
7. Bridge, dock and wharf construction.....	520 - 800
8. Heavy timber construction.....	260 - 400
9. Care and maintenance of tools & equipment.....	130 - 400
10. Form building.....	780 - 1100
11. Rough framing .....	780 - 1100
12. Welding .....	325 - 500
13. Diving and diver tending.....	325 - 500
14. Miscellaneous - safety, scaffolding, shoring, etc.....	325 - 500
<b>TOTAL HOURS:</b>	<b>5200 - 8000</b>

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<b><u>H. Gypsum Drywall/System Installer:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Tools and materials identification, use and safety .....	100 – 200
2. Layout (all phases) .....	400 – 600
3. Wallboard application (interior & exterior) .....	800 – 1200
4. Metal Framing - non-load bearing .....	600 – 900
5. Metal Framing - load bearing .....	600 – 900
6. Movable partitions .....	300 – 400
7. Sound Control .....	50 – 100
8. Leveling and Alignment .....	500 – 700
9. Suspended Drywall Grid Systems .....	250 – 500
10. Elevated Floor Systems .....	300 - 500
<b>TOTAL HOURS:</b>	<b>3900 - 6000</b>

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<b><u>I. Insulation Applicator:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Tools and Materials .....	104 - 160
2. Installation of batt type insulation with vapor barrier .....	325 - 500
3. Installation of unfaced insulation and separate vapor barrier .....	325 - 500
4. Installation of blown, spray and foam type insulation .....	325 - 500
5. Blown, spray and foam equipment.....	195 - 300
6. Layout and installation of semi-rigid and rigid type insulation .....	318 - 490
7. Layout and installation of furring channel.....	195 - 300
8. Layout and installation of mechanical fasteners.....	390 - 600
9. Installation by adhesive methods.....	163 - 250
10. Installation of insulation in sound rated partitions and ceilings .....	260 - 400
<b>TOTAL HOURS:</b>	<b>2600 - 4000</b>

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<b><u>J. Lather:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. (Nail-on) plaster board, wall board, and acoustical board and other materials used for plaster base and backing .....	1500 - 2000
2. (Nail-on) metal lath, wire mesh, stripes and angles .....	300 - 500
3. (Nail-on) corner beads, base screen, door trim, window trim and other metal trim pertaining to the trade of lathing.....	300 - 500
4. Clips and hangers and light iron ceiling construction.....	300 - 500
5. Wall furring, pilasters and all partitions construction.....	300 - 500
6. Tying-on metal lath and clipping on board and metal lath .....	300 - 500
7. Ornamental construction such as beam light troughs, vaulted ceilings and welding .....	300 - 500
8. Tying corner beads, base screed and metal base metal trim and all accessories.....	300 - 500
9. Reading plans, specifications and practical layout .....	300 - 500
<b>TOTAL HOURS:</b>	<b>3900 - 6000</b>

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<b><u>K. Maintenance Carpenter:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Care and use of tools and woodworking machinery .....	325 - 500
2. Form building.....	780 - 1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	
3. Rough framing .....	780 - 1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	
4. Layout .....	325 - 500
Batterboards, partitions, doors and windows, box-out in concrete walls	
5. Outside Finishing .....	520 - 800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim	
6. Inside Finishing .....	975 - 1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting of cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	
7. Welding .....	325 - 500
8. Plastics and resilient .....	195 - 300
9. Acoustics and Drywall .....	650 - 1000
a. Ceilings:	
Layout, cutting, assembly and installation of all materials and component parts	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles or molding	
(5) Finish ceiling materials	
(6) Items of local practices	
b. Walls and partitions,	
(1) Floor and ceiling runners	
(2) Studs, stiffeners, bracing fireblocking	

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- (3) Resilient and furring channels
  - (4) Layout, framing, enclosing and trimming of door frames, window frames, vents, light wells, and other openings.
  - (5) Wall angles and moldings
  - (6) Studless and laminated installations
  - (7) Thermal and sound insulation
  - (8) Installation of backing and finish materials
  - (9) Fireproofing of columns, beams and chases
  - (10) Items of local practices
10. Miscellaneous..... 260 - 400  
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
11. Asbestos abatement and other hazardous material handling  
and disposal ..... 65 - 100
- TOTAL HOURS:                    5200 - 8000**

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<b><u>L. Millwright:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Work experience in the use of tools (hand, power, bench and machine).....	975 - 1500
2. Work experience in machine installation and alignment.....	1300 - 2000
3. Work experience in use of equipment (rigging, welding, precision, etc.).....	975 - 1500
4. Work experience in the use of optical instruments and laser .....	975 - 1500
5. Work experience in blueprint reading.....	455 - 700
6. Work experience in welding (arc, MIG, oxy-acetylene, TIG, plastic) .....	520 - 800
<b>TOTAL HOURS:</b>	<b>5200 - 8000</b>



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**M. Residential Carpenter:** **APPROXIMATE HOURS**

1. Care and use of tools and woodworking machinery ..... 325 - 500
2. Form building..... 780 - 1200  
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns
3. Rough framing ..... 780 - 1200  
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering
4. Layout ..... 325 - 500  
Batterboards, partitions, doors and windows, box-out in concrete walls
5. Outside Finishing ..... 520 - 800  
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim
6. Inside Finishing ..... 975 - 1500  
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings.  
Construction and setting of cases, wardrobes, stairwork.  
Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.
7. Welding ..... 325 - 500
8. Plastics and resilient ..... 195 - 300
9. Acoustics and Drywall ..... 650 - 1000
  - a. Ceilings:  
Layout, cutting, assembly and installation of all materials and component parts
    - (1) Hangers, channels, furring and backing boards
    - (2) Bars: main tees, cross tees, splines
    - (3) Stiffeners and braces
    - (4) Ceiling angles or molding
    - (5) Finish ceiling materials
    - (6) Items of local practices
  - b. Walls and partitions:
    - (1) Floor and ceiling runners
    - (2) Studs, stiffeners, bracing fireblocking
    - (3) Resilient and furring channels

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- (4) Layout, framing, enclosing and trimming of door frames, window frames, vents, light wells, and other openings.
- (5) Wall angles and moldings
- (6) Studless and laminated installations
- (7) Thermal and sound insulation
- (8) Installation of backing and finish materials
- (9) Fireproofing of columns, beams and chases
- (10) Items of local practices

10. Miscellaneous..... 260 - 400  
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
11. Asbestos abatement and other hazardous material handling  
and disposal ..... 65 - 100

**TOTAL HOURS:                    5200 - 8000**

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<b><u>N. Shipwright:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Hull Construction.....	2275 - 3500
a. Mold Loft	
b. Running lines	
c. Setting bulkheads, sections, decks, etc.	
d. Launching	
e. Staging	
f. Installation of foundations of navigation	
g. Equipment	
2. Ship Repair .....	1950 - 3000
a. Small boat	
b. Decking renewal	
c. Blocking and shoring	
d. Staging	
e. Stern bearing rewooding	
f. Reefer boxes	
g. Joiner work, paneling, bunds, etc.	
3. Millwork.....	650 - 1000
a. Joiner shop	
b. Carpenter shop	
4. Yard Maintenance .....	325 - 500
a. Building	
b. Piers	
c. Drydocks	
<b>TOTAL HOURS:</b>	<b>5200 - 8000</b>

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college: **Spokane Community College**
- ( ) Private Technical/Vocational college
- (X) Training trust
- ( ) Other (specify):

**160** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**NONE**

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**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Administrative Procedures

a. Committee:

- (1) **All Committee members shall be actively participating in the industry as an employer, supervisor, employee, or employee representative.**
- (2) **The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.**
- (3) **Extended periods of unemployment may be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained or the Committee may drop the apprentice from the program.**

b. Applicant

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**Drug Testing: (The first test will be paid for by the Carpenters Training Trust)**

- (1) It is the applicant's responsibility to keep his or her current address and phone number on file with the committee and training center**
- (2) Applicants on the pool of eligible list who refuse employment or fail to respond when called may be removed from the list by the JATC.**
- (3) Applicants are required to submit to a drug test before entry into the apprenticeship program (See Minimum Qualifications)**
- (4) Carpenters Training Trust may use a refusal to submit to a drug test or a verified positive test as a basis for not accepting an applicant.**
- (5) Carpenters Training Trust will not discriminate against applicants because of past drug abuse. It is the current use of drugs that will not be tolerated.**
- (6) Applicants denied entry to the program because of a positive drug test can initiate another inquiry with the Carpenters Training Trust after 3 months at their own expense.**
- (7) Passing a drug test is a condition of acceptance in the program.**
- (8) Two diluted specimens in a row will be treated as a positive test.**
- (9) Adulterating or tampering with the test will be considered a positive test.**

**c. Apprentice:**

- (1) It is the apprentice's responsibility to keep his or her current address on file with the committee and training center.**
- (2) It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Coordinator's office, monthly, after they have been signed by the employer or an appropriate representative of the employer. These records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed.**
- (3) Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training to perform assigned tasks in the classroom in accordance to industry standards at the job site.**
- (4) Apprentices must have adequate transportation to the job.**
- (5) Apprentices must procure additional prescribed tools as advancements occur (tool list made available upon request). No apprentice may be granted journey level status without a toolbox inspection.**
- (6) Apprentices may request credit for previous experience. A written request for re-evaluation must be presented to the Apprenticeship Committee with adequate documentation.**

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- (7) Apprentices, regardless of wages received, shall be as such until he/she has fulfilled all of the program requirements and has been reclassified as a journey-level worker.
- (8) No apprentice shall act as a foreman, contractor, or employer.

d. **Employers:**

- (1) All apprentices shall be released from "on-the-job" commitments to attend scheduled related instruction.
- (2) The employer shall be included in the evaluation process through job site evaluations. Evaluations will be forwarded to the Committee for review and appropriate action.

e. **Instructors:**

Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be turned into the Apprenticeship Office for disposition.

f. **Coordinator:**

The coordinator/director oversees the day-to-day operations of the program under the auspices of the JATC.

2. **Disciplinary Procedures:**

- a. Disciplinary action stemming from an apprentice failing to abide by the obligation stated in these Standards may include suspension or cancellation of their Apprenticeship Agreement.
- b. Apprentices will be removed from related supplemental instruction for improper conduct such as substandard performance, indifference to these Standards, or insubordination, as determined by the apprenticeship staff, until a resolution is reached. Apprentices may be cited to appear before the JATC.
- c. Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship Agreement.
- d. **Related Supplemental Instruction: (RSI)**
  - (1) All apprentices are required to attend classes as scheduled. One personal reschedule is allowed per school year. Apprentices may bank up to 40 hours of class time in advance if available.

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- (2) Apprentices failing to attend a regularly scheduled class without banked time will be sent an automatic reschedule letter from the Training Center. This will be the one personal reschedule. Should the apprentice miss the rescheduled class, he/she will be cited to appear before the JATC and may be canceled from the program. Rescheduled classes must be fulfilled before the next regular scheduled class.
- (3) Classes start at 7:30 a.m. All apprentices must be signed in at the instructor's desk by 7:30 a.m. Apprentices arriving after 7:30 a.m. will be given a late slip. Apprentices arriving after 7:45 a.m. may be denied access to class until the next session. Late slips may trigger a citation for the apprentice to appear before the JATC and may result in cancellation from the program.
- (4) An apprentice must complete at least five (5) skill blocks within 10 consecutive class days of instruction. Failure to do so will trigger an interview by the coordinator who will analyze the problem and provide the guidance leading to an acceptable pace.
- (5) An apprentice who completes fewer than eight (8) skill blocks in 20 consecutive class days will be cited to appear before the JATC and could be canceled from the program.
- (6) All apprentices must observe WISHA and OSHA regulations. Three written warnings of safety violations and the apprentice will be cited to appear before the JATC and could be canceled from the program.
- (7) Any apprentice appearing to be under the influence of alcohol or drugs will not be admitted into the Training Center. Anyone violating this rule must immediately remove themselves from the building.

e. **Employability:**

- (1) An apprentice who has been issued an "ineligible for rehire" notice will be interviewed by the Coordinator who will review the circumstances and outline corrective steps leading to successful employment.
- (2) A second notice will result in a committee citation where the apprentice could be canceled from the program.
- (3) A complaint by employers or superintendents will also trigger an interview by the JATC who may outline corrective steps leading to successful employment.
- (4) A second complaint may result in a citation to appear before the JATC.
- (5) An apprentice who fails to sign the out of work list when unemployed, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Refusal to sign the out of work list or refusal to accept a dispatch may result in a citation to appear before the JATC.



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- (6) Apprentices who accept a dispatch and who do not show up for work may be cited to appear before the JATC and may be cancelled from the program.

f. **Drug & Alcohol Policy:**

Prescription or nonprescription medications are not prohibited when taken in accordance with a lawful prescription or consistent with standard dosage recommendations.

Drug testing will be conducted by laboratories approved by the Substance Abuse and Mental Health Services Administration National Laboratory Certification Program or CAP/FUDT using both initial and confirmation tests. Both tests must be positive (above government established threshold detection level) before the laboratory can report the result as a confirmed positive test. All laboratory positive tests are reviewed by a Medical Review Officer (MRO) prior to the release of any information to Carpenters Training Trust. Tests will be reported as Pass or Fail.

**Confidentiality:**

All information received through the drug testing program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws.

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B. Local Apprenticeship Committee Policies

1. **TOOL LISTINGS:**

a. **Tools required for 1st thru 2nd period and before starting 1st job**  
**\*\*Mandatory\*\***

- (1) **Hard hat**
- (2) **Hammer, 16-25oz smooth faced straight claw**
- (3) **Carpenter nail bags (2 separate bags w/belt)**
- (4) **Tape: 25' or better (1" blade)**
- (5) **Pencils: 2 carpenter type & Sharpie or Grease Pen**
- (6) **Combination square or Speed Square**
- (7) **Hand saw (8-10 point) (Min 20" long)**
- (8) **Level: 24"-28" (carpenter type)**
- (9) **Utility knife (w/blades)**
- (10) **Cat's paw (nail puller)**
- (11) **Vaughan VBRB18 Nail Bar (or equivalent)**
- (12) **Chalk line reel w/chalk**
- (13) **Crescent wrench: 12"**
- (14) **Tape: 100' w/metal blade**
- (15) **9" lineman's pliers**
- (16) **Screwdriver (4-in-1 type)**
- (17) **9" vise grip pliers**
- (18) **Clear safety glasses**
- (19) **Surform: pocket plane type**
- (20) **Plumb bob: 16 oz. w/line**
- (21) **Drywall Hole Saw**
- (22) **Snips: aviation, straight type recommended**
- (23) **Speedbor drill bit: 9/16"**
- (24) **Metal carpenter's tool box with padlock**

b. **Tools to be acquired during 3rd and 4th periods**  
**\*\*1st & 2nd List Mandatory for 5th\*\***

- (1) **Rafter square w/tables on it**  
**Stanley R100 or equivalent**
- (2) **Block plane: Stanley #22-220 or equivalent**
- (3) **3/4" wood chisel**
- (4) **100' of dry line**
- (5) **(2) Two: 4" Vise Grips: #R6 or equivalent**
- (6) **Crescent wrench, 8"**
- (7) **Nail sets: set of 3**
- (8) **Square gage set, adjustable**
- (9) **Speedbor drill bit set: 3/8", 1/2", 5/8", 3/4", and 1"**
- (10) **Coping saw w/extra blades**
- (11) **Hammer: 16 oz smooth face, curved claw**
- (12) **Sliding T-Bevel Square**

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**(13) Hack Saw w/Extra blades**

**(\*\*RECOMMENDED TOOLS\*\*)**

- (1) 30" Wrecking Bar**
- (2) Speed Square or Combination Square**
- (3) Single jack: 2-4 lb.**
- (4) 4' level**

**c. Tools to be acquired during 5th and 6th periods**

**(\*\*1st, 2nd, & 3rd List Mandatory for 7th\*\*)**

- (1) Putty knife**
- (2) Wood chisels, set: 1/4", 1/2", 3/4", 1", and 1-1/2"**
- (3) Two bar clamps, 12" (Jorgenson screw type)**
- (4) Two C-clamps, 4" or 6"**
- (5) Cold chisel (1/2" - 1")**
- (6) File, all-purpose, 8" (4 in 1)**
- (7) Compass / scribe**
- (8) Laminate scribe knife (carbide tip recommended)**
- (9) Flat Nail Bar**

**(\*\*RECOMMENDED TOOLS\*\*)**

- (1) Large Sharpening Stone**
- (2) 6" Crescent**
- (3) 10-12 point Finish Handsaw**
- (4) 4' Drywall Square**

**d. Tools, which you should always have extra.**

- (1) Hammers**
- (2) Tape Measures**
- (3) Combo Square**
- (4) Chalk Line**
- (5) Catspaw**
- (6) Nail Bar**
- (7) Safety Glasses**

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**2. Policies**

- a. Apprentices will be on time, dressed for and ready for work at 7:30 am.**
- b. Apprentices are required to have the minimum tools for their period with them at all times when in class.**
- c. Apprentices must follow instructions and work as diligently as on the job.**
- d. Apprentices are expected to complete a minimum of at least two Pets Blocks per week unless prevented by an acceptable reason as determined by the instructor.**
- e. Wearing of jewelry such as necklaces, bracelets, earrings, nose rings, lip rings or any other exposed body piercing is prohibited do to safety reasons. Wedding bands and watches may be worn at the apprentices own risk.**
- f. Argumentative behavior will not be tolerated by the training center staff.**
- g. Apprentices appearing to be under the influence of alcohol or drugs must immediately remove themselves from the building and surrounding property when requested by apprenticeship staff.**
- h. Apprentices must attend classes as scheduled. No apprentice shall be absent from class without prior authorization from this office. In circumstances of a critical nature, all missed time must be rescheduled within 30 days of original class date.**
- i. Monthly work hour reports must be received in the apprenticeship office by the fifth of the following month whether working or not.**
- j. 5th period mandatory tool check must be completed within 90 days of attaining fourth period status.**
- k. 7th period mandatory tool check must be completed within 90 days of attaining sixth period status.**

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**Violation of or disregard for any of the above policies will be documented in a written report and may result in a citation to appear before the JATC.**

**I understand and agree to the above policies of the Eastern Washington-Northern Idaho Carpenters Joint Apprenticeship Training Committee.**

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**(Printed Name)**

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**(Date)**

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**(Signature)**

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C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

**If the apprentice or local committee/organization disputes supervisor decision:**

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days

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- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or



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- Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.
- D. Training Agent Management:
1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
  2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent

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agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**The Apprenticeship Committee shall be composed of an equal number of members representing the employers of the industry and an equal number of members representing the Pacific Northwest Regional Council of Carpenters, including designated alternates, selected by the groups they represent. The designated employer or employee alternate shall be afforded full apprenticeship committee responsibilities when a regular employer or employee apprenticeship committee member is absent. Alternates may be an uneven number. Committee members may not be an uneven number.**

**Quorum: two (2) members from employers and two (2) from the employees.**

Program type administered by the committee: **Group Joint**

The employer representatives shall be:

**Ron Mickelson, Chairman  
PO Box 13660  
Spokane, WA 99213**

**Bryan McKeehan  
PO Box 10033  
Spokane, WA 99209**

**John Coe  
6621 E. Mission  
Spokane, WA 99212**

**Clancy Welsh  
4114 E. Broadway  
Spokane, WA 99202**

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The employee representatives shall be:

**Lance Fritze, Secretary**  
**127 E. Augusta, Suite 103**  
**Spokane, WA 99207**

**Jim Wallace**  
**302 North Jackson**  
**Moscow, ID 83843**

**Ron Riordan**  
**127 E. Augusta, Suite 103**  
**Spokane, WA 99207**

**John Paul Jones**  
**127 E. Augusta, Suite 103**  
**Spokane, WA 99207**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Charles P. "Chuck" Danner, Training Coordinator**  
**127 E. Augusta, Suite 102**  
**Spokane, WA 99207**